

# NOTICE OF INTENT TO VACATE

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Project/Unit: \_\_\_\_\_

Address: \_\_\_\_\_ Bedroom Size: \_\_\_\_\_

I intend to vacate my unit on: (date) \_\_\_\_\_

My forwarding address will be: \_\_\_\_\_

I am moving because: \_\_\_\_\_

Any personal property left on the premises is to be considered abandoned to the Housing Authority of the City of Reno.

I would like to schedule a move-out inspection on: \_\_\_\_\_

Resident signature	Date	Witness
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Date keys turned in: \_\_\_\_\_ Date vacated: \_\_\_\_\_

Date rent paid through: \_\_\_\_\_ Date rent charged through: \_\_\_\_\_

- |   |           |             |
|---|-----------|-------------|
| 1. Current balance  |           | \$ _____    |
| 2. Current monthly rent   | \$ _____  |             |
| 3. Charge (days) _____ @ _____ =  | _____     |             |
| 4.* Unused rent (2 minus 3)   | ( _____ ) |             |
| 5.* Credit for current month's rent (if posted on computer)   | ( _____ ) |             |
| 6.* Rent credit (4 minus 5) (post here and in "dwelling rent" portion of adjustment ticket)   |           | \$ _____    |
| 7. Miscellaneous charges not previously posted (itemize in notice to resident and post in appropriate column of adjustment ticket)  |           | \$ _____    |
| 8. Transfer security deposit to accounts receivable   |           | \$( _____ ) |
| 9. Vacated inventory charges  |           |             |
| a. Labor account #4410  |           | \$ _____    |
| b. Materials account #4420  |           | \$ _____    |
| c. Contract account #4430   |           | \$ _____    |
| 10. Balance due (refund) (1 minus 6 plus 7 minus 8 plus 9) (post here and in "balance due" column of \$ _____ adj. ticket. If a refund is due resident, post credit amount in "other" debit column of adj. ticket.) |           |             |

General comments on tenancy: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Adjustment ticket number: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of charge or refund letter date: \_\_\_\_\_ Check # \_\_\_\_\_

\* In the event the resident is on a credit rent, these figures are debits. Remove brackets. Item 10 would then read (1 plus 6 plus 7 minus 8 plus 9).